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LIBRARY MANUAL

Pennsylvania State Planning Board

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Pennsylvania State Planning Board

December 1966



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SUMMARY

The Library is a collection of pertinent reference materials primarily for the use of the professional staff of the State Planning Board. It contains books, bulletins, periodicals, newsletters, monographs, circulars, pamphlets, news clippings, etc. All published material mentioned above which is not specifically identified as a Division File copy or a part of a staff member's personal collection, belongs to the Library. Material such as correspondence, agenda and notices of meetings, and other documents not mentioned above, is to be in the Library only by specific designation by a staff member that the particular item constitutes a useful, permanent reference document.¹

The Library is housed in a room designated as the Library Room. The room is equipped with movable metal shelving, and shelves for the display of periodic material. "Princeton Files" and binders are used throughout the room for items that will not stand alone on the open shelves. To maximize accessibility the entire Library collection is placed on shelves.

¹The material in the Library is distinguished from materials belonging in the Central Files and the Division Files. The printed and typed materials necessary for the management of the office, including correspondence and administrative material, are maintained in the Central Files. The Division Files contain those reference materials, not in the Library, used by the three divisions in carrying out their current activities. These files are maintained by the respective divisions.

The organization of the Library is designed to meet the special needs of the State Planning Board. In addition to organizing technical publications relating to the practice of State Planning according to a Subject Index (see page 8) specifically designed for this purpose, the Library includes separate sections which provide information about the social, economic and physical environment of Pennsylvania, and other areas of interest to the staff. The Library also maintains a general reference section which includes material relevant to information outside of the Library itself.

The four main sections of the Library are: (1) the Subject Section, consisting of documents dealing with methodology, theory, and other technical background information; (2) the Pennsylvania Section, which includes all material (except periodicals) providing information about Pennsylvania and its subdivisions; (3) the Periodical Section, consisting of technical and professional periodicals, statistical periodicals and Census material, and (4) the General Reference Section, which consists of bibliographies, indexes, directories, encyclopedias, and other materials which provide general reference information or guides to other information. The newsclipping file containing newspaper and magazine clippings maintained in loose leaf binders, is also a part of the General Reference Section.

The Library consists of both circulating and non-

circulating material. The circulating material, which includes most of the Subject Section and Pennsylvania Section materials, may be charged to individual State Planning Board staff members for indefinite periods of time. Each borrower is responsible for returning each document as soon as his immediate need for the document is fulfilled. Loans to individuals or agencies outside of the State Planning Board are made on a one week basis. With the exception of materials published by the State Planning Board, no loans are made by mail.

The materials which require frequent maintenance or are subject to frequent use are restricted either to use in the Library Room or very limited circulation. All of the material in the General Reference Section must be used only in the Library Room. The material in the Periodical Section may be taken from the Library for one day, to be returned at the end of each working day. Periodicals are available for overnight and weekend loan. A display shelf contains current issues of about twenty selected periodical publications. A list of all periodical publications kept in the Library is available from the Librarian.

A single set of Main Entry Index Cards in standard library catalog cabinet drawers, is the key to the use and location of all documents in the Library. The card index is alphabetically arranged by author, title, subject(s) and, where applicable, geographic area.

In order to facilitate accessibility, unbound and other material which is not freestanding and which typically might be kept in vertical files, is kept on the shelves. Such material may be handled in one of two ways. Documents which are deemed to be of significant importance are bound individually and cataloged as individual items. Other non-freestanding material is kept in binders. The Subject Section and the Pennsylvania Section include at least one such binder for each category in the Subject Index. When staff members give unbound materials to the Librarian, they must be accompanied by specific cataloguing instructions so that the Librarian will know whether to place them in a general subject binder or have them bound and cataloged separately.

All orders for new material by staff members are to be routed through the Librarian who will obtain approval from the Executive Director before placing the order. The details of ordering procedure are described in the Section on "Processing Procedures."

Library material will be cataloged as a part of the Library collection as soon as possible following receipt. All purchased material must be sent to the Librarian prior to further action. Free material goes directly to the Executive Director or the addressee. Following the receipt and inspection of free material by the Executive Director or the addressee it is routed directly to the Library for cataloging and then circulated as indicated by the routing slip.

When material to be ordered is needed for immediate use, the concerned staff member shall assume responsibility for making the acquisition.

CIRCULATION PROCEDURES

The circulation system of the Library assures accountability in the use of its collection.

The Library utilizes a book card system which places most of the responsibility for checking out material on the individual user. The individual taking material out of the Library after signing the book card is responsible for the return of the item in good condition regardless of how many other persons handle the item while it is signed out. Although circulating documents are loaned on an indefinite basis, a particular publication may be called in if it is desired by another staff member.

Under the book card system, each book has its own card which, when the book is loaned, is removed from the book, marked with the name of the borrower, and filed at the circulation desk. The charge-out box (or tray) is used to house the book cards that have been signed by the borrower.

These book cards are arranged in this box alphabetically by title. This box, with the book card properly filed, is a substitute for the actual item, and must be checked when trying to locate an item that is not found on the shelves.

Cards for materials loaned to persons outside the State Planning Board Office are kept in a special section of the charge-out box. These cards are kept in the order of the return date.

State Planning Board publications are loaned for one month periods; all other circulating materials are loaned for one week periods.

Periodical materials which have been designated for one day loan (to SPB staff only) are subject to a separate check-out procedure. Periodicals may be checked out by placing the name and volume of the publication and the name of the borrower on cards provided for that purpose. The checking out and return of these materials is the responsibility of the individual borrower.

To return books to the Library, place them in box marked "Return Books Here."

The Librarian will return the item to the collection by: (1) taking the book card from the charge-out tray and replacing it in the book, and (2) returning the item to its proper place on the shelf.

All material removed from the Library Room must be properly checked out.

No material taken from the Library shelves is to be returned to the shelf by anyone except the Librarian.

SUBJECT INDEX

AGRICULTURE

- A.0 Agriculture (general, rural, etc.)
- A.5 Forestry (trees, lumber, etc.)
- A.6 Conservation (includes open space preservation - NOT water)

EDUCATION

- B.0 Education - general (attainment, enrollment, etc.)
- B.3 Education - facilities & construction (schools, libraries, dormitories, etc.)
- B.5 Education - vocational & technical
- B.7 Education - higher (colleges, universities, etc.)

HEALTH & WELFARE

- C.0 Health - general (public health, disease, etc.)
- C.3 Health - environmental (air pollution, water pollution, sanitation, garbage disposal, refuse, atomic energy control)
- C.4 Health - mental
- C.5 Health facilities (hospitals, health centers, medical care, etc.)
- C.6 Welfare (aged, youth, social work, NOT poverty)

RECREATION

- D.0 Recreation
- D.3 Tourism
- D.5 Cultural facilities (museums, theaters, art centers, etc.)

TRANSPORTATION, COMMUNICATIONS & UTILITIES

- E.0 Transportation - general (includes mass transit, journey to work, etc.)
- E.1 Transportation - automobile (parking, traffic, highways, roads, etc.)
- E.2 Transportation - rail
- E.3 Transportation - water
- E.4 Transportation - air (includes airports)
- E.6 Communication (telephone, telegraph, radio, T.V., newspapers)
- E.8 Utilities (water, sewer, gas, electric, etc., and all energy related to these elements)

GOVERNMENT, LAW & POLITICAL SCIENCE

G.0 Government	(all government activities not covered by specific category)
G.1 Public Administration	(government structure and operation - municipal, state, Federal, etc.)
G.2 Capital Programs	(technique and theory)
G.3 Public Finance	(budget, revenue, taxation, expenditures, etc.)
G.5 Politics	(political parties, voting, elections, decision making)
G.6 Intergovernmental Relations	(metropolitan government, councils of government, studies)
G.8 Law Enforcement & Correction	(police, prison, fire, safety, etc.)
G.9 Law	(judiciary, court decisions, etc. - not land use decisions)

PLANNING

J.0 Planning - theory	(general technique, organization, history, etc.)
J.1 Planning - professional affairs	(AIP, planning education, etc.)
J.2 Planning - city	(technique and methodology in dealing with urban problems and conditions)
J.3 Planning - regional	(technique and methodology in dealing with large area problems and conditions)
J.4 Planning - state	(includes all material produced by State Planning agencies)
J.5 Planning - neighborhood	
J.6 Planning - international	(common market)
J.7 Planning - national	(U.S. and other countries)
J.9 Planning Law	(zoning, subdivision regulations, annexation, eminent domain)

URBAN AFFAIRS

K.0 Urbanism	(cities, description of cities, urbanization, urban areas, urban conditions, etc.)
K.1 Urban Renewal	(includes urban redevelopment, urban conservation, C.R.P., relocation, deterioration, slums, blight, etc.)

URBAN AFFAIRS (Continued)

- K.3 Housing (types, standards, housing codes)
- K.4 Land Use (includes relationship of land uses to each other)
- K.5 Historic Preservation
- K.6 Minorities (civil rights, etc.)
- K.7 Poverty
- K.8 Citizen Participation (includes citizen participation, public information, public relations, etc.)

EARTH SCIENCES

- L.0 Geography (includes resource planning, resource management)
- L.1 Water (flooding, hydrology - etc. - NOT pollution)
- L.2 Climatology (weather, meteorology, etc.)
- L.3 Mines & Mineral Industries
- L.4 Soils
- L.5 Geology

RESEARCH & METHODOLOGY

- M.0 Research (includes scientific method)
- M.1 Statistics (theory and methodology, includes surveys)
- M.2 Operations Research (system analysis, simulation, models, gaming, inventory and data collecting methods)
- M.3 Electronic Data Processing (EDP, Computers, programming)
- M.4 Demography (population, projections, estimates, analysis, etc.)
- M.5 Information Systems (includes libraries)
- M.6 Management Techniques (project management, PERT, CPM, Operations Planning, etc.)
- M.7 Consultants (description of services)

ECONOMICS

- O.0 Economics - general (no specific geographic area, or more than one type of area)
- O.1 Economics - urban (economic function, base, influence, structure, development for metropolitan, urban, community, and local areas. Also includes real estate, land economics, industrial promotion)

ECONOMICS (Continued)

- 0.2 Economics - regional (economic analysis, industrial location, function, base, influence, structure, or development for regions, depressed areas, river, states, etc. includes regional science)
- 0.3 Economics - national (the American economy - economic outlook, depression, recession, G.N.P., national goals, consumer consumption, investment, etc.)
- 0.4 Economics - international (import-export, foreign policy, common market, trade, tariffs, foreign aid, etc.)
- 0.5 Industrial Analysis (economic activity by type or group - includes analysis, description, projection, productivity, etc.)
- 0.6 Labor Force (employment, unemployment, manpower, training, labor management problems)
- 0.7 Income (prices, wealth, wages, etc.)

PHYSICAL SCIENCES

- P.0 Science
- P.1 Mathematics
- P.2 Physics and Chemistry
- P.3 Life Sciences (biology, botany, zoology, etc.)

TECHNOLOGY

- Q.0 Technology
- Q.1 Architecture (includes interior design and construction)
- Q.2 Urban Design (site planning, planning design, beautification, landscape architecture, billboards)
- Q.4 Engineering (mechanical, chemical, civil, etc.)

SOCIAL SCIENCES

- R.0 Social Science
- R.1 Sociology and Anthropology
- R.2 Ecology
- R.3 Psychology

HUMANITIES

- T.1 Arts (music, painting, dance, theater, etc.)
- T.2 Literature (includes fiction)
- T.3 Graphic Design (drafting, graphics, cartography - NOT architecture)
- T.4 History (includes biographies)

GENERAL REFERENCE

- W.0 Manuals
- W.1 Directories
- W.2 Almanacs and Yearbooks
- W.3 Catalogues
- W.4 Bibliographies and Index
- W.6 Atlases and Gazettes
- W.7 News clippings
- W.9 Sample Publications
- W.10 Encyclopedias

CENSUS

- Z.0 Census - General
- Z.1 Census - Agriculture
- Z.2 Census - Construction and Housing
- Z.3 Census - Distribution and Services
- Z.4 Census - Foreign Trade
- Z.5 Census - Geography
- Z.6 Census - Governments
- Z.7 Census - Manufacturing and Mineral Industries
- Z.8 Census - Population
- Z.9 Census - Transportation
- Z.10 Statistical Abstracts

ORGANIZATION

The Library contains four basic divisions, each designed to serve a specific need in providing information to the State Planning Board staff. These sections are: (1) Subject Section, (2) Pennsylvania Section, (3) Periodical Section, and (4) General Reference Section.

Subject This section includes general materials dealing with
Section methodology, theory, history, and other background information relevant to the practice of State Planning. It also includes products of planning and other agencies outside of Pennsylvania. The Subject Section is shelved according to the Subject Index and arranged alphabetically by author within each subject category. All material in this section is freely circulated for extended periods to State Planning Board staff members and it may be borrowed for periods up to one week by persons outside of the State Planning Board.

Pennsylvania This section includes materials which describe some
Section aspect of the environment of Pennsylvania or that of some portion of the State. The environment is defined as including any or all of the physical, economic, social and political aspects related to a specific area. All the material in this section is freely circulated. This section has three parts: (A) The County Shelf maintains all material which can be

related to all or parts of a single Pennsylvania County. This material is shelved by county and arranged (when warranted by the quantity of material) by subject within the county section. Cities, townships and other subdivisions of the county are placed within the respective county sections.

(B) The General Pennsylvania Shelf includes all Pennsylvania material related to areas larger than counties or which overlap county lines. Here are found materials related to river basins, interstate authorities, State Planning Board Regions and other planning regions, Appalachia, and Pennsylvania as a whole. This material is shelved according to the Subject Index (see page 8) and arranged alphabetically by issuing agency or author within each subject category. Material in the Pennsylvania section, like all of the other material in the Library, is cross-referenced in the card index by subject and the specific area of geographic coverage.

(C) The State Planning Board Shelf is provided as a location for two copies of each of the publications of the State Planning Board. One set may be circulated; the other is restricted for use within the Library Room. An additional three sets are kept by the Librarian for one month loan outside of the State Planning Board Office. A final sixth set is maintained in the Central File as a permanent record of State Planning Board publications. When less than six copies of any one publication are available at least one shall be in the State Planning Board Shelf and one kept for

out of office loan. All Library copies of State Planning Board publications are to be bound.

Periodical Section This section includes materials published at regular intervals (week, monthly, annually, ecc.) and is subdivided into Statistical, Census and Periodical (non-statistical) Shelves. Materials in this section are available on one day loan. All loans from this section must be returned at the end of each working day. This material may also be taken from the Library overnight or over weekends to be returned at the beginning of the working day. Users are urged to use the periodical material in the Library Room whenever possible.

(A) The Statistical Shelf includes periodic publications which report information primarily in statistical form, such as "Consumer Income Trends," "Manpower Review," and "Construction Reports." Within three general groupings (1) State Government, (2) Federal Government, and (3) non-governmental sources, the Statistical material is shelved alphabetically by agency of origin. A list of all statistical periodical publications in the Library is maintained in the Library Room.

(B) The Census Shelf is set aside for all materials published by the U.S. Bureau of the Census. This material is organized by Census categories according to the Classification Index. (See page 8).

(C) The Technical and Professional Periodical Shelf

(non-statistical) includes newsletters, magazines, journals, annuals and other publications issued at regular intervals. The periodicals are shelved in alphabetical order by title of publication and are maintained in binders and Princeton Files. All periodicals kept in the Library are indicated on an official list maintained in the Library Room. Only those listed are kept. Materials received which are not listed are made available for browsing prior to disposal and are not otherwise maintained or recorded. New periodicals will be added to the list only upon specific designation by the Executive Director.

Recent issues of about 20 periodicals which are deemed to be of most interest to the staff are kept on the periodical display shelf. This selection has been made on the basis of current frequency of use. Examples of publications are: Journal of AIP; Architectural Forum; and Newsletters from such agencies as DVRPC; the Appalachian Regional Commission, with whom the State Planning Board has close dealings. This display shelf will not affect the maintenance of the section as a whole, except that the recent issues will be separated from the main section.

General This section is a source of general information and a
Reference guide to other information. It includes non-periodical
Section pertinent reference material such as directories,
indexes, catalogs, general bibliographies, and manuals. This

material is organized by type of reference, according to the Classification Index. None of the documents in this section may be taken from the Library Room. A newsclipping file is maintained as a part of General Reference Section which includes clippings from newspapers, magazines, etc. The subject matter to be clipped and kept is to be determined by specific designation by the Executive Director or other professional staff member. Clippings are pasted on white paper and placed in loose leaf binders that are arranged on shelves by subject.

* * * * *

The Library collection includes both circulating and non-circulating material distinguished by the method of maintenance and control required for the specific type of material. In general, the material in the Subject Section and the Pennsylvania Section may be taken from the Library for indefinite periods by State Planning Board staff members (subject to recall when needed by other staff members). The Periodicals are limited to one day loan because they require frequent maintenance by the Librarian. Materials in the General Reference Section by their nature are subject to use for a variety of purposes and subject to continuous use by several staff members. Their use is limited to the Library Room. Whenever this material is needed by staff members for work projects on a continuous basis, duplicate copies will be obtained whenever practical.

PROCESSING PROCEDURES

This section describes the specific procedure to be followed in introducing new material to the Library. In general, it covers the (1) acquisition of new material, (2) the determination of shelf location for each new document, and (3) the mechanical processing of the document.

The Acquisition of New Material Acquisition is initiated by requests from individual staff members and on the initiative of the Librarian who seeks to continuously assess the Library collection. All requests for new material which is to become a part of the Library collection shall be directed to the Librarian. The Librarian in turn will check to see if the publication may already be in the collection and then obtain approval from the Executive Director before actually placing the order. This procedure should be followed for free material as well as for purchase. In order that all new Library material be quickly available to all members of the staff, new material should be cataloged as a part of the collection as soon as possible following receipt.

The Librarian receives all purchased publications in order to determine if the received item was ordered; if it is the correct item ordered; and if it is in satisfactory physical condition. Following this initial Library processing the publication is sent to the Executive Director for his formal inspection and approval.

The publication is then routed to the Library for cataloging and, if applicable, to other staff members.

Free material is given directly to the Executive Director or the addressee. Following receipt and inspection this material is also routed to the Library for cataloging prior to further circulation. The Librarian will process material routed to staff members within three days of receipt unless more rapid action is requested.

A 3 x 5 card is made for each item ordered, recording the title, author, publisher, publication date, number of pages and cost. The cards are filed by author in an Order Card File. They are checked with the main Card Index to prevent duplication.

Upon receipt of ordered documents, the Librarian notes the receipt in the Order Card File. Before beginning processing into the Library, care should be taken to confirm the intention to keep the document.

The Determination for acquired documents is based upon the
of Shelf Location factors described in the Chapter on Physical
Organization of Material. Determination must
first be made as to the general section of the Library in which
the publication is to be located.

Specific location within each of the sections is made

according to the category classification, subject index, and periodical lists. The following elements should be considered in making the determination of shelf location: (1) the publication title and sub-title; (2) the preface (very often the author describes the purpose of the publication here); (3) the introduction; (4) table of contents; (5) available reviews, or summaries of the publication; and, if necessary, (6) skimming through the first and last chapters of the publication. The description of the publication on the book jacket, if available, should be used to confirm the filing decision.

The assignment of a Call Number follows the determination of shelf location. The purpose of the Call Number is to indicate the location of the document on the shelves and, in some cases, to provide an individual identification number.

The following are examples of various Call Numbers by Section:

(1) Subject Section

M.4

 - Specific subject category of the classification index (Demography)

(2) Pennsylvania Section

(a) County

PA-Dauph
M.4

 - County Designation (Dauphin County)
- Specific subject category of the classification index

(b) Other Pennsylvania areas

PA	- Pennsylvania Designation
M.4	- Specific subject category of the classification index (Demography)

(c) State Planning Board Shelf

PA - SPB	- Section Designation
M.4	- Specific Subject

(3) Periodical Section

(a) Technical and Professional Periodicals

Per	- Section Designation (arranged alphabetically)
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(b) Statistical Periodicals

Stat	- Section Designation
PA - AG	- Agency of Origin (Pa. Department of Agriculture)
W.4	- Specific reference category of classification index

(c) Census

Z.1	- Specific Census category of the classification index (Census of Agriculture)
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(4) General Reference Section

W.1	- Specific reference category of the classification index (Directory)
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Mechanical The sequence and steps to be followed in the
Processing mechanical processing of circulating materials
in the Library are as follows: (Processing of
non-circulating materials is the same except no book card and
pockets are used).

1. Place book pocket and book card in item to be processed.
2. The assigned Call Number is placed (a) on the upper right-hand corner of the title page; (b) upper right-hand corner of the book pocket; and (c) upper right-hand corner of the book card.
3. The assigned Call Number is placed in black ink on white tape on the spine of the book - one inch from the bottom, or on white labels placed at the lower left-hand corner of other items where the spine is not broad enough to letter.
4. Spray inked numbers with plastic coating.
5. The book card is typed - includes Call Number in the upper right-hand corner, the author or issuing agency typed in all caps. The title is typed on the next line and underlined.
6. STATE PLANNING BOARD stamp is placed (a) inside front cover; (b) on bottom of book pocket and (c) page edges.

An important part of the mechanical processing of new

material is in the preparation of index cards. Two types of cards are prepared upon receipt of a new addition to the Library; Main Entry Index Cards and Shelf Index Cards.

The Main Entry Index Card is the key to the use and location of all freestanding and periodical material in the Library. It is made on a white 3 x 5 card and kept in Catalog File drawers. The following information is provided on each card: (1) Call Numbers; (2) Author; (3) title of publication; (4) publisher; (5) date of publication; (6) number of pages; (7) notation of physical nature of publication (paperback, oversized, etc.); (8) tracing(s) which describes all of the subjects under which the publication has been indexed. Cards for periodicals, which do not include (5) and (6), also contain a notation as to the location of an index for that particular periodical and the coverage of such an index if it exists.

For each publication at least three, and sometimes more, Main Entry Cards are prepared. The first card is filed by subject, the second by author, the third by title of publication and where applicable, the fourth by geographic area described in the publication. A fifth card is prepared for periodicals attached to the Title card which includes the frequency of publication and the holdings of the Library. Additional cards are prepared to provide cross-reference when more than one principal subject should be noted. Examples of each main entry card and periodical holdings and index cards may be found in the Appendix of the Manual.

An additional card, the Shelf Index Card, is needed for the shelf list, which is a file of catalog cards, one card for each title in the collection, arranged in the same order as the books themselves are shelved. The shelf list is primarily for the use of the Librarian. It is the basic and formal record of the Library's holdings. It indicates (a) what books the Library has by broad classification; (b) how many copies of each book the Library has; (c) the price of each book (in case payment is necessary to replace a lost book) and (d) which classification numbers are in use for the subject and geographic sections.

The Shelf Index Card is made on a green 3 x 5 card and includes all of the information found on the Main Entry Index Card as well as the price of the publication and the number of copies of the publication in the Library. An example of the Shelf Index Card may be found in the Appendix of the Manual.

Non-Freestanding Material will not be accepted by the Librarian without specific instructions from a professional on the staff regarding its processing. The staff member must determine whether a publication is kept or discarded. Second, he decides whether the particular document warrants binding and separate cataloging or should be placed in a miscellaneous subject binder. The subject binder is a means of placing material, normally kept in vertical files, on the shelves close to similar material. Each subject category in the Library

includes a binder containing miscellaneous, uncataloged, non-freestanding material. The binder itself is cataloged as a collection of miscellaneous material but none of the individual items within the binder are cataloged.

SUBJECT INDEX CARD

Figure 1

ECONOMICS--regional	0.6
<u>The Efficacy of Labor Migration with Special Emphasis on Depressed Areas</u>	
Mazek, Warren F.	
University of Pittsburgh 1965	
128p paperback	
1. Labor Force 2. Economics-regional	

AUTHOR INDEX CARD

Figure 2

MAZEK, WARREN F.	0.6
<u>The Efficacy of Labor Migration with Special Emphasis on Depressed Areas</u>	
Mazek, Warren F.	
University of Pittsburgh 1965	
128p paperback	
1. Labor Force 2. Economic-regional	

TITLE INDEX CARD

Figure 3

<u>THE EFFICACY OF LABOR MIGRATION WITH SPECIAL EMPHASIS ON DEPRESSED AREAS</u>		0.6
Mazek, Warren F. University of Pittsburgh 1965 128p paperback		
1. Labor Force 2. Economics-regional		

PERIODICAL INDEX CARD

Figure 4

NEWSLETTER	PER
Department of Public Instruction Pennsylvania	
INDEX - 1954-64 in Dec. 1965 INDEX - ?	
1. Education-general 2. Pennsylvania	

PERIODICAL HOLDINGS CARD

Figure 5

(Title)												(Frequency)											
JFMAMJJASOND						JFMAMJJASOND						JFMAMJJASOND											
1930						1944						1958											
1931						1945						1959											
1932						1946						1960											
1933						1947						1961											
1934						1948						1962											
1935						1949						1963											
1936						1950						1964											
1937						1951						1965											
1938						1952						1966											
1939						1953						1967											
1940						1954						1968											
1941						1955						1969											
1942						1956						1970											
1943						1957																	

SHELF INDEX CARDS

Figure 6

0.6	<p><u>The Efficacy of Labor Migration with Special Emphasis on Depressed Areas</u></p> <p>Mazek, Warren F.</p> <p>University of Pittsburgh 1965</p> <p>128p paperback</p>
	<p>1. Labor Force 2. Economics-regional</p>

